

**VACANCY NOTICE**

**SECONDED NATIONAL EXPERT TO THE EUROPEAN COMMISSION**

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| **Post identification:**  (DG-DIR-UNIT) | **COMM- C-2** |
| **Head of Unit:**  **Email address:**  **Telephone:**  **Number of available posts:**  **Suggested taking up duty:**  **Suggested initial duration:**  **Place of secondment:** | **Mr Jan MICHAL**  [**Jan.MICHAL@ec.europa.eu**](mailto:Jan.MICHAL@ec.europa.eu)  **+ 32 2 29 64032**  **1**  **1st/2nd quarter 2019 [[1]](#footnote-1)**  **1 year1**  🗷 **Brussels □ Luxemburg □ Other: ……………..** |
|  | 🗷**With allowances** □  **Cost-free** |
| **This vacancy notice is also open to**  **□    the following EFTA countries :  □ Iceland □ Liechtenstein □ Norway □ Switzerland  □ EFTA-EEA In-Kind agreement (Iceland, Liechtenstein, Norway) □    the following third countries: □    the following intergovernmental organisations:** | |

**1. Nature of the tasks**

As service in charge of steering and coordinating the output of the European Commission’s Representations in the Member States in terms of political and economic intelligence, including social media presence, Unit COMM./C.2 is looking for a national expert to act as a contact point of the Directorate for activities of the Commission Representations related to countering disinformation and mythbusting about the EU (in support of the Action Plan on Disinformation of December 2018).

We propose a post in a dynamic working environment with a good atmosphere. The team of about 15 members is delivering high quality products to the Commission hierarchy and the College, having to adapt regularly to external unforeseen events and tight internal deadlines. Efficient co-operation, team spirit and good communication skills are required.

The job entails coordination of the Representations’ communication activities on EU-related disinformation, including contacts with national authorities, awareness raising or social media activities, participation in internal meetings, contribution to and preparation of briefing notes and analytical material related to disinformation. The job holder should have the ability to explain complex topics in simple language and to develop communication narratives to prevent and counter EU-related disinformation.

The job also entails planning, implementation, reporting and evaluation of communication strategies (proactive and reactive) including social media. The Jobholder will need to identify, support and encourage Representations’ actions in prevention and countering disinformation and be able to contribute to the overall Commission's role in this field. S/he will ensure seamless, efficient and rapid workflows and communication between relevant actors within DG Communication and other services, including the European External Action Service.

The job requires a high degree of political sensitivity, very good analytical and drafting skills as well as the aptitude to network, an active approach to work and clear and concise internal and external communication.

**2. Main qualifications**

**a) Eligibility criteria**

The following eligibility criteria must be fulfilled by the candidate in order to be seconded to the Commission. Consequently, the candidate who does not fulfil all of these criteria will be automatically eliminated from the selection process.

• Professional experience: at least three years of professional experience in administrative, legal, scientific, technical, advisory or supervisory functions which are equivalent to those of function group AD;

• Seniority: candidates must have at least one year seniority with their employer, that means having worked for an eligible employer as described in Art. 1 of the SNE decision on a permanent or contract basis for at least one year before the secondment;

• Linguistic skills: thorough knowledge of one of the EU languages and a satisfactory knowledge of another EU language to the extent necessary for the performance of the duties. SNE from a third country must produce evidence of a thorough knowledge of one EU language necessary for the performance of his duties.

**b) Selection criteria**

Diploma

- university degree or

- professional training or professional experience of an equivalent level

in the field(s) :

Communication.

Professional experience

The candidate should have 5+ years of recent experience in political communication and 3+ years' experience in disinformation-related work. S/he has planned, coordinated and executed communication and has strong understanding of Europe’s political and media realities.

Media experience and/or training/coaching in using means and/or technology to detect and counter disinformation would be an asset.

Experience with social media platforms including the following: Twitter, Facebook, Instagram, Linkedin, Youtube, and social media monitoring tools (Brandwatch, Socialbakers or similar) would be an asset.

The candidate should have the following skills /abilities and knowledge:

- Conceptualisation and excellent drafting skills (texts for internal and external use)

- Ability to prioritize and organize effectively and manage multiple projects and assignments

- Good coordination skills

- Ability to work independently but also as part of a team

- Excellent organizational skills

- Strong sense of initiative combined with reliability and responsibility

- Diplomatic communication skills

- Excellent computer skills

Given the confidentiality of some files, sensitivity and discretion are essential.

Language(s) necessary for the performance of duties

Excellent English and good French, both oral and written. Knowledge of other official languages would be an asset.

**3. Submission of applications and selection procedure**

Candidates should send their application according to the **Europass CV format** (<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) in English, French or German **only to the Permanent Representation / Diplomatic Mission to the EU of their country**, which will forward it to the competent services of the Commission within the deadline fixed by the latter.The CV must mention the date of birth and the nationality of the candidate. **Not respecting this procedure or deadlines will automatically invalidate the application.**

Candidates are asked not to add any other documents(such as copy of passport, copy of degrees or certificate of professional experience, etc.). If necessary, these will be requested at a later stage.

Candidates will be informed of the follow-up of their application by the unit concerned.

**4. Conditions of the secondment**

The secondment will be governed by the **Commission Decision C(2008)6866 of 12/11/2008** laying down rules on the secondment to the Commission of national experts and national experts in professional training (SNE Decision). This decision is available on <http://ec.europa.eu/civil_service/job/sne/index_en.htm>.

The SNE will remain employed and remunerated by his/her employer during the secondment. He/she will equally remain covered by the national social security system.

Unless for cost-free SNE, allowances may be granted by the Commission to SNE fulfilling the conditions provided for in Art. 17 of the SNE decision.

During the secondment, SNE are subject to confidentiality, loyalty and absence of conflict of interest obligations, as provided for in Art. 6 and 7 of the SNE Decision.

If any document is inexact, incomplete or missing, the application may be cancelled.

Staff posted in a **European Union Delegation** are required to have a security clearance (up to SECRET UE/EU SECRET level according to Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53).

The selected candidate has the obligation to launch the vetting procedure before getting the secondment confirmation.

**5. Processing of personal data**

The selection, secondment and termination of the secondment of a national expert requires the Commission (the competent services of DG HR, DG BUDG, PMO and the DG concerned) to process personal data concerning the person to be seconded, under the responsibility of the Head of Unit of DG HR.DDG.B4. The data processing is subject to the SNE Decision as well as the Regulation (EU) 2018/1725.

Data is kept by the competent services for 10 years after the secondment (2 years for not selected or not seconded experts).

You have specific rights as a ‘data subject’ under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given below.

**Contact information**

* **The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, HR.DDG.B.4, [HR-MAIL-B4@ec.europa.eu](mailto:HR-MAIL-B4@ec.europa.eu).

* **The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

* **The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

To the attention of candidates from third countries: your personal data can be used for necessary checks.

1. These mentions are given on an indicative basis only (Art.4 of the SNE Decision). [↑](#footnote-ref-1)